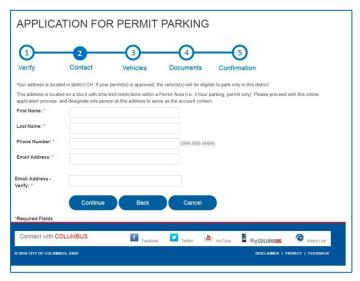# APPLYING FOR PERMITS IN THE SHORT NORTH

1. VERIFY YOUR ADDRESS

Visit www.parkcolumbus.com and select the link to apply for parking permits. On the next screen, type in your address to confirm you are eligible to apply. If your address includes 1/2, include that in the Street Sub Number field. If your address includes a unit or apartment number, include that in the Unit # field. Then, click "Continue".

If you receive the message that your address is not eligible and you believe that it is an error, please contact the Division of Parking Services at parkingservices@columbus.gov.

2. ENTER YOUR CONTACT INFORMATION

One person per address must be designated as the account contact. Email communication – including renewal notifications – will be sent to the address on file. This will also be the email address used to log into your customer portal.
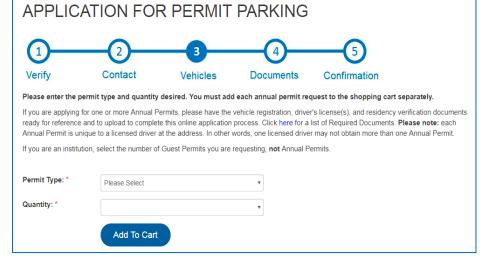
Should you need to change your email address later, you can do so via the customer portal.

3. ADD PERMITS TO YOUR CART

From the Permit Type dropdown, select either "Annual" or "Guest". Annual permits require the plate and vehicle information be added. Click "Add to Cart" when you have made a selection. *You can add multiple permits & permit types to your cart (e.g. two Annual Permits and one Guest Permit).* Click "Check Out" when you are done.

If you request more permits than allowed on your account, you will receive an error message when you try to check out. You must revise your selection before continuing.
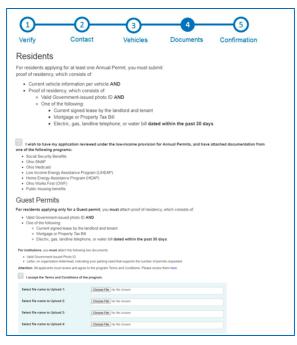
4. UPLOAD YOUR SUPPORTING DOCUMENTATION

Determine if you want to request your application be reviewed under the low-income provision program, and check the box if you believe you are eligible.

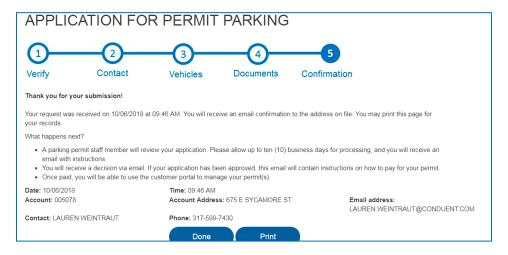All applicants must review and agree to the Terms & Conditions by checking the box.

Applicants may attach up to four pieces of documentation, but must attach at least one. Files must be either JPG or PDF, and the **total** size of all attachments may not exceed 3 megabytes.

Attach your documentation, then click "Upload". Once the upload is complete, click "Done".

5. CONFIRMATION

Once you have clicked "Done" on Step 4, you'll be taken to a confirmation page. Please print this for your records. You will also receive a confirmation email from rpp@columbus.gov. Be sure to check your junk or spam folder if you do not receive it in a timely manner.

6. WHAT HAPPENS NEXT?

The Division of Parking Services will review your application, and you will be notified via email of the decision within ten (10) business days. If your permit(s) is approved, the email will contain a link to pay for your permit(s) and create your customer portal account. *Permits are not valid until paid for*. You must also pay for any outstanding parking tickets associated with your plate(s) before you will be allowed to pay for your permit(s).

If one or more of your permits is denied, you will receive an email containing information why it was denied (e.g. the vehicle registration was expired, or no proof of residency was provided). You may reapply online, or contact the Division of Parking Services at:

2700 Impound Lot Road
Columbus, OH 43207
parkingservices@columbus.gov
844-565-1295

THE CITY OF
COLUMBUS
DEPARTMENT OF
PUBLIC SERVICE

CONDUENT